

*Agreed, I B will deal*  
1 March 1985 *Solely*  
*W/ SrT*

MEMORANDUM FOR: Chief, Intelligence Training Division

FROM:

Chief, Topical Issues Branch

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SUBJECT: Technical Writing Course for DS&T

1. We are committed to provide training in technical writing as part of the DS&T training program beginning 1 July 1985 in the DS&T Career Trainee Course, and followed by a stand-alone course in August 1985. TIB has conducted a needs survey to "scope out" training needs. Our plan of action includes the selection of DS&T staff and annuitants who understand the norms and problems of that Directorate, the identification of technical writing consultants to provide "theory" and the assignment of a TIB course director to be sure the resulting course is consistent with the overall DS&T training program plans and policies and is based on "good training practices". We have been given two annuitants by the DDS&T who will help us and we have interviewed and examined several proposals from technical writing consultants.  has been assigned the role of ensuring that the resulting programs meet our needs and are effective in improving DS&T writing.

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2. I have examined the MATD outline of a proposed technical writing course as presented as an attachment to the OTE Curriculum Committee Meeting of 1 March 1985. While the outline presents a well-thoughtout program of training in writing, it does not express with any clarity an understanding of DS&T writing norms and problems as we have come to understand them based on our survey and follow-on discussions. The MATD proposal might serve the needs of a general audience but would require extensive tailoring to meet DS&T specific needs.

3. Since TIB is well on the way to providing a course that will be well-connected to the DS&T environment and the first offering in the DS&T training program is close, I recommend that we continue in our development efforts. The writing consultants have provided training for OTE/DS&T instructors in their proposals for training. I recommend that we make sure that both ITD and MATD instructors receive this training. Once TIB has developed the courses and ensured that they respond specifically to DS&T needs, then we need to make another decision as to whether or not we can turn the package over to MATD to run. On the positive side, this turnkey operation would allow us to tap into OTE expertise in the writing arena and let MATD further develop skills and reputation. We would need insurance that MATD would be able to respond to our rather involved and fixed schedule and that the course would continue to stay connected to DS&T needs. Our plan is to make extensive use of DS&T resources to design and conduct this program and if MATD runs it, in my judgment, MATD must follow this path of using DS&T personnel.

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